

Court Services and Offender Supervision Agency

Management Analyst, GS-0343-12/13

ANNOUNCEMENT NUMBER:	OD-07-004(EH)(MPP)	APPLICATION DEADLINE:	2-2-2007
JOB LOCATION:	Washington, Dist of Columbia	WORK SCHEDULE:	Full Time
SALARY RANGE:	\$66,767.00-\$103,220.00	OPEN DATE:	1-19-2007
TIME LIMIT:	Permanent - No time limit	WHO MAY APPLY:	Status eligibles
NUMBER OF VACANCIES:	1	PROMOTION POTENTIAL:	13

NOTES:

HOW TO APPLY: The primary method of applying for this vacancy is online via the Internet at www.avuedigitalservices.com/csosa/applicant.html. If you do not have access to the Internet you are strongly encouraged to visit your library, state employment commission, or a commercial establishment that provides Internet access to apply online. If you are unable to apply online, you may call the contact phone number listed on this announcement to obtain a copy of the vacancy announcement, applicant qualification form (Form No. F-16488-AVUE), and instructions for completing the form. No other form of application will be accepted.

Applicants submitting proof documents can electronically attach them, or scan and attach them to the employment application. If this is not possible, copies of documents can be faxed to 253-573-9869, or mailed to the following address: Court Services and Offender Supervision Agency (CSOSA), c/o Avue Technologies Corporation, ATTN: Direct Services, 1145 Broadway Plaza, Suite 800, Tacoma, WA 98402. All faxed or mailed proof documents must be identified with applicant's name and vacancy announcement number.

Applications and supporting documents must be received by 11:59 p.m. Eastern Standard Time on the closing date of the announcement to receive consideration.

Time-in-grade restrictions apply for current Federal employees. Status employees must have one year the GS-11 level to be eligible for the GS-12 lev, one year at the GS-12 level to be eligible for the GS-13 level. Status eligible candidates must meet time-in-grade requirements within 30 days of the closing date of this announcement.

Status applicants (those have career or career conditional appointments): If you also wish to be considered under competitive procedures, please apply under vacancy announcement number OD-07-006(EH)(DEU).

DUTIES:*(The duties described reflect the full performance level of this position)*

This position is located in the Office of the Director, Standards and Compliance Unit.

Conducts comprehensive case management audits of individual Community Supervision Officer's (CSSO's) caseloads to determine compliance with established policies and procedures.

Independently conducts comprehensive operational analyses and management studies regarding all phases of organization and alignment, procedure, workflow, and other subjects. Works with the Office of Research and Evaluation to frame research questions, design studies, determine study objectives and identify data needs and sources. Develops and implements project plans, analysis, and evaluation. Meets with agency's senior staff to review and/or follow-up on study findings and established performance targets/metrics for the organizational units. Prepares and delivers briefings to other specialist and program managers. Prepares various statistical and narrative reports and charts/graphs to illustrate, compare performance results with the established performance targets. Writes a variety of manuscripts including written reports of findings from research and evaluation files. Provides to or develops guidance for junior analysts and reviews work for appropriateness of methodology.

KNOWLEDGE, SKILLS, AND ABILITIES: *(The KSAs below may not apply at all grades)*

Knowledge of basic quantitative research methods sufficient to conduct trends analyses, acceptable measure of performance and deviations from norms.

Knowledge of performance measurement concepts, principles, and practice to measure performance, and report on Agency progress in meeting performance targets.

Ability to communicate orally to gather statistical data and information on the process policies and procedures collaborate on data collection efforts, analyze information, and present findings and recommendations.

Skill in interviewing, observing and reporting techniques for programs analysis and evaluation purposes.

MINIMUM FEDERAL QUALIFICATION REQUIREMENTS:

Grade 12: Qualifying experience for the GS-12 level includes one year of specialized experience at least equivalent to the GS-11 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

At the GS-12 level specialized experience includes developing and implementing project plans, analysis and evaluation. Interpreting and explaining policy and procedures to a variety of audiences. Experience preparing various statistical and narrative reports, chart/graph to compare performance quantitative and qualitative research to reach sound conclusions, and designing reporting guidelines and submission criteria to report statistical information.

Grade 13: Qualifying experience for the GS-13 level includes one year of specialized experience at least equivalent to the GS-12 level which is in or directly related to the line of work of the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

At the GS-13 level specialized experience includes conducting comprehensive operational analyses and management studies regarding all phases of organizational and alignment, procedure, workflow and other subjects. Excellent oral and written communication skills that include the ability to interpret and explain statistical information to management officials.

Experience writing a variety of manuscripts including written reports of findings from research and evaluation studies.

OTHER SIGNIFICANT FACTS:

Drug Testing: Appointment may be subject to random drug testing after selection.

Applicants must submit a complete application package by the closing date of this announcement.

Evaluation Methods: Your application will be evaluated according to the extent and quality of experience, education, and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for consideration.

Status applicants must submit a copy of their most recent Notification of Personnel Action (SF-50), which verifies status and shows position title, series, and grade.

Applicants must submit a copy of their most recent performance appraisal. Applicants unable to provide their most recent performance appraisal must provide written justification for its absence.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

Relocation Expenses: Relocation expenses are not authorized.

A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing, and favorable adjudication.

Failure to successfully meet these requirements will be grounds for termination.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

The Veterans Employment Opportunity Act (VEOA) gives veterans access to job vacancies that might otherwise be closed to them. The law allows eligible veterans to compete for vacancies advertised under an agency's promotion procedures when the agency is seeking applications from outside of its own workforce.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Applicants must meet all qualification requirements by the closing date of this announcement.

Generally, preference is granted to veterans who entered military service prior to October 14, 1976; or served on active duty during the period from August 2, 1990, through January 2, 1992, and who are otherwise eligible; or who served on active duty during the period beginning September 11, 2001, and ending on the last day of Operation Iraqi Freedom; or who have served in a military action for which they received a Campaign Badge or Expeditionary Medal. This includes the Armed Forces Expeditionary Medal (AFEM) awarded to those who participated in Operation Joint Endeavor or Operation Joint Guard. Also, you may be entitled to veterans' preference if you are a disabled veteran; you have received a Purple Heart; you are the spouse or mother of a disabled veteran; or you are the widow, widower, or mother of a deceased veteran. You will need to submit a Standard Form (SF) 15 and proof of your claim.

If you are claiming 5-point veterans' preference, or you are applying for consideration under the Veteran Employment Opportunity Act or Veteran Readjustment Authority, attach a copy of your DD-214 "Certificate of Release or Discharge from Active Duty" or other proof of eligibility. If you are applying for consideration under the 30% or more Disabled Veteran Authority, you must attach a SF-15, "Application for 10-Point Veterans' Preference" plus the proof required by that form.

If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligibles must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. 8337(h) or 8456.

Contact Information:
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